

DELAWARE TRANSIT CORPORATION

POSTING NO. 015-2021

EXTENDED

DATE OF POSTING September 1, 2020

CLOSING DATE September 30, 2020

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST APPLY FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **September 30, 2020**.

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POSITION #: 778

POSITION TITLE: Accountant II

PAY GRADE: 12

PAY RANGE: \$39,518 - \$59,277
(MINIMUM TO MAXIMUM)

LOCATION: Kent County

DEPARTMENT: Finance

REPORTS TO: Fixed Assets & Grants Manager

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FULL TIME: X PART-TIME: _____

SCHEDULED HOURS: 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Accountant is responsible for carrying out accounting functions of the Delaware Transit Corporation (DTC) at the full professional level. Specific responsibilities include a full range of accounting functions within the specialty areas of Revenue Control, Accounts Payable, Fixed Assets, Capital Grants, Payroll and Pension.

The application must specifically address the qualifications, skills and experience outlined in the position's job description.

JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE ON-LINE AT www.dartfirststate.com

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Delaware Transit Corporation is an Equal Opportunity Employer. Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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Accountant II

Department: Finance Reports to: Accounting Supervisor or Capital Awards Reporting Manager

Exemption Status: Non-exempt

Essential Position: No

Paygrade: 12

Issue Date: 1/1/2020

JOB SUMMARY: The Accountant is responsible for carrying out accounting functions of the Delaware Transit Corporation (DTC) at the full professional level. Specific responsibilities include a full range of accounting functions within the specialty areas of Revenue Control, Accounts Payable, Fixed Assets, Capital Grants, Payroll and Pension.

ESSENTIAL FUNCTIONS:

Position Specific:

- Reconcile bank accounts and reports regarding expenses, receivables, fixed assets, capital grants and wages
- Perform billing and collections of aged receivables, union dues and garnishments
- Ensure payments are made to vendors and employees pursuant to prescribed guidelines, contracts, and agreements
- Prepare payroll and apply payment of federal, state and local taxes
- Prepare retirement calculations and facilitate retirement meetings
- Assist in year-end reconciliations to ensure timely distribution and filing of W-2 and 1099 information to employees and appropriate taxing authorities
- Prepare and submit purchase orders (PO) and payment vouchers (PV) to DelDOT for capital projects
- Maintain proper records for assets statewide, including inventory, transfers, disposals and reconciliation
- Post journal entries to general ledger and ensure entries are coded to proper accounts
- Participate in the reconciliation of subsidiary ledgers to the general ledger and analyze ledger variances
- Prepare reconciliations of accounts for audit

Technical Skills:

- Record transactions based on Generally Accepted Accounting Principles (GAAP)
- Devise effective approaches in the application of electronic capabilities
- Develop initial proposals for resolving difficult issues
- Coordinate with team members on the proper recording of transactions to the general ledger and to ensure deadlines and reconciliations are completed in a timely manner
- Audit all paperwork for accuracy received from store locations
- Complete periodic audits and other formal reports when directed by the supervisor

Collaboration:

- Maintain effective working relationships with internal and external stakeholders

Compliance:

- Adhere to general and public-sector accounting principles, state and federal financial regulations and requirements, and related audit requirements

Performs other duties as requested by Senior Management

QUALIFICATIONS: The Accountant II requires a working knowledge of spreadsheets and basic accounting reconciliation processes. Knowledge should include a clear understanding of Generally Accepted Accounting Principles (GAAP) and state and federal regulations. The Accountant II requires knowledge in technical accounting functions and related information technology and significant experience in accounting within a large corporation or the public sector. The ability to adapt the application of current and evolving information technology to the workload is also required.

SKILLS AND ABILITIES: Demonstrate strong motivational, time management, problem-solving and organizational skills. Ability to be detail-oriented. Ability to work independently under general supervision. Ability to exercise independent judgement and to keep information confidential.

COMPUTER SKILLS: Demonstrated proficiency in Microsoft Office software products specifically Excel, Word and PowerPoint. Experience utilizing a financial software program, preferably PeopleSoft.

CUSTOMER SERVICE SKILLS: Strong interpersonal skills to foster teamwork and create positive connections with customers. Ability to meet goals to increase efficiency improving customer service.

MINIMUM EDUCATION AND EXPERIENCE: Associates degree in Accounting, Finance or related field. Three (3) to five (5) years' experience in technical accounting functions and related information technology. Continuing professional education is recommended.

REQUIRED CERTIFICATES/REGISTRATIONS: N/A

LANGUAGE SKILLS: Excellent verbal and written communication skills. Ability to read, analyze and interpret common business journals, financial reports and light legal documents. Ability to respond to inquiries. Ability to produce written and/or oral reports and to create and present information. Bilingual a plus.

MATHEMATICAL SKILLS: Strong mathematical skills. Ability to work with significant mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to exude a level and appropriate business demeanor.

PHYSICAL CAPABILITIES: The physical capabilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: How much on-the-job time is spent in the following physical activities?

<u>Amount of Time</u>				
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to tap, grasp or toggle				x
Reach with hands and arms		x		
Climb or balance		x		

Stoop, kneel, crouch, or crawl		x		
Talk or hear				x

Does this job require that weight be lifted, or force be exerted?

Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements?

No special vision requirements.

Does this job have any special hearing requirements?

No special hearing requirements.

ENVIRONMENTAL CONDITIONS: The environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ♦ How much exposure to environmental conditions does this job require? **NONE**
- ♦ How much noise is typical for the work environment of this job? **MODERATE**

Note: This Job Description may not describe all the job responsibilities and standards assigned to this position. They may change from time to time.

Approved by:

Manager/Supervisor

Date

I have received a copy of this job description and have discussed this job description with my Manager/Supervisor.

Employee Signature

Date

Equal Employment Opportunity and Non-Discrimination Policy: Delaware Transit Corporation (DTC) affords equal opportunity to all employees and job applicants regardless of race, color, age, gender, religion, marital status and sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.